

**Enterprise Configuration Management Implementation  
Solutions Lifecycle Project CM Peer Review Questionnaire**

This questionnaire is designed for use by the Project CM lead in conjunction with the ECMI Team to assist in project CM activities. It can also be used as a reference in preparation for reviews by Quality Assurance, QPI and ECMI.

Date:  
Project Name:  
Reviewee(s) in Attendance:  
ECMI Team Member(s):  
SLC Phase:

Note: Abbreviation Key: AB = Ability; AC = Activity; CO = Commitment; ME = Measurement; VE = Verification

Question #	Questions	CMM Reference (see worksheet below)	Responses
1	Has a CM Lead been identified? What group or individual at the project level has the authority to manage the project's baselines?	AB 1	
2	A. Has a CM Plan been developed? B. Was it reviewed and approved? C. How is it used? D. How it is updated and maintained?	AC 2	
3	How are work products to be placed under CM identified?	AC 4	
4	Are CM activities reviewed with senior management on a periodic basis? Describe.	VE 1	
5	What group is responsible for coordinating and implementing CM for the project?	AB 2	
6	What CM training have the members of the CM team received?	AB 4	
7	What procedures did you use to prepare your CM Plan?	AC 1	
8	How and when are CM activities reviewed? Who reviews?	VE 2	

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9	Does the project have Quality Assurance reviews, such as QPI, IV&V or ECMI, of the CM activities and work products? How and to whom are the results reported? Who receives the results?	VE 4	
10	Have member of the solutions development team or other related teams received training in the performance of their CM activities? If so, what type?	AB 5	
11	How are baselines stored?	AC 3	
12	Whatdo you follow to manage change request /problem reports for all configuration items? Is it documented? Where is it stored?	AC 5	
13	What procedures are in place for changes to baselines?	AC 6	
14	Are products from the baseline library created and is their release controlled according to a documented procedure? Describe.	AC 7	
15	Is the status of configuration items recorded according to a documented procedure? Describe.	AC 8	
16	What written policy does the project follow to implement CM?	CO 1	
17	How many resources and how much funding is allocated for performing CM activities?	AB 3	
18	How do you determine the status of CM activities?	ME 1	
19	Are standard reports documenting the CM activities and the contents of the baseline developed and made available to affected groups and individuals? Describe.	AC 9	

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<b>Question #</b>	<b>Questions</b>	<b>CMM Reference (see worksheet below)</b>	<b>Responses</b>
20	What procedures are in place for conducting baseline audits?	AC 10	
21	Does the CM group periodically audit baselines to verify that they conform to the documentation that defines them? Describe.	VE 3	

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<b>SEI CMM Configuration Management Features</b>	<b>SEI CMM Configuration Management Features</b>
Ability 1: A board having the authority for managing the project's baselines (i.e. Change Control Group) exists or is established.	Activity 9: Standard reports documenting the CM activities and the contents of the baseline are developed and made available to affected groups and individuals.
Ability 2: A group that is responsible for coordinating and implementing CM for the project (i.e. CM Team) exists.	Activity 10: Baseline audits are conducted according to a documented procedure.
Ability 3: Adequate resources and funding are provided for performing the CM activities.	Commitment 1: The project follows a written SFA policy for implementing configuration management (CM).
Ability 4: Members of the CM Team are trained in the objectives, procedures, and methods for performing their CM activities.	Goal 1: Configuration management activities are planned.
Ability 5: Members of the solutions development group and other related groups are trained to perform their CM activities.	Goal 2: Selected work products are identified, controlled, and available.
Activity 1: A CM plan is prepared for each project according to a documented procedure	Goal 3: Changes to identified work products are controlled.
Activity 2: A documented and approved CM plan is used as the basis for performing the CM activities.	Goal 4: Affected groups and individuals are informed of the status and content of configuration item baselines.
Activity 3: A configuration management library system is established as a repository for the baselines.	Measurement 1: Measurements are made and used to determine the status of the CM activities.
Activity 4: The work products to be placed under configuration management are identified.	Verification 1: The CM activities are reviewed with senior management on a periodic basis.
Activity 5: Change request and problem reports for all configuration items/units are initiated, recorded, reviewed, approved, and tracked according to a documented procedure.	Verification 2: The CM activities are reviewed with the project manager on both a periodic and event-driven basis.
Activity 6: Changes to baselines are controlled according to a documented procedure.	Verification 3: The CM group periodically audits baselines to verify that they conform to the documentation that defines them.
Activity 7: Products from the baseline library are created and their release is controlled according to a documented procedure.	Verification 4: The quality assurance group reviews and/or audits the activities and work products for CM and reports the results.
Activity 8: The status of configuration items/units is recorded according to a documented procedure.	